

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

VOCATIONAL INSTRUCTORS (12 MONTHS) - COSMETOLOGY
Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: York Correctional Institution - Cosmetology

Hours: Monday – Friday – 7:30 a.m. – 3:00 p.m.

Salary: \$56,481 (Annually)

Closing Date: November 4, 2014

Minimum Qualifications:

- High School Diploma or its equivalent;
- State of Connecticut Cosmetology License;
- Five (5) years of successful work experience appropriate to the field of Cosmetology.

General Experience:

Knowledge of educational principles, methods and techniques; skill in a particular trade or occupation; teaching ability; ability to work effectively with inmates and/or students; ability to express ideas simply and clearly, orally and in writing.

Preferred Experience:

- At least one (1) year teaching experience in the field of Cosmetology.
- Initial Educator Certificate

Special Experience: Incumbents in this class must meet the State Board of Education requirements to receive initial educator certificate to teach Vocational Education.

To qualify for the initial educator certificate the candidate must present evidence of meeting the following requirements:

1. Holds a high school diploma or its equivalent;
2. Has a minimum of three years of approved successful work experience appropriate to the field for which the certificate is to be endorsed. Up to two years of specialized appropriate schooling may be accepted toward fulfillment of this requirement;
3. Incumbents in this class must meet the State Board of Education requirements which require college coursework by deadlines established by the State Department of Education.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Resume,
3. Last two (2) Performance Evaluations,
4. Two letters of recommendation.
5. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
6. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
7. Copy of current State of CT Cosmetology License

Faxed and emailed applications will not be accepted.

**Debbie Sass, Human Resources Associate
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.